

**INTERAGENCY POST EMPLOYEE POSITION DESCRIPTION**

Prepare according to instructions given in Foreign Service National Handbook, Chapter 4 (3 FAH-2).

1. Post Kampala	2. Agency STATE	3a. Position Number 358201-101209 (OPS Job Code: H44387)
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3b. Subject to Identical Positions? Agencies may show the number of such positions authorized and/or established after the "Yes" block.

☒ Yes ☐ No If yes, please provide position number:

101290;101502;101546;101548;101549;101550;101551;101552;101553;101554;101555;101634

## 4. Reason for Submission

- ☐ a. Redescription of duties: this position replaces  
(Position Number) \_\_\_\_\_, (Title) \_\_\_\_\_ (Series) \_\_\_\_\_ (Grade) \_\_\_\_\_
- ☐ b. New Position \_\_\_\_\_
- ☒ c. Other (explain) SJD Implementation \_\_\_\_\_

5. Classification Action	Position Title and Series Code	Grade	Initials	Date(mm-dd-yr)
a. Post Classification Authority	Warehouse Worker, FSN-0805	FSN-02	AFRCC: MHB	6/3/2022
b. Other	<b>Warehouse Worker, FSN-0805</b>	<b>FSN-02</b>	<b>GTM/OE</b>	<b>04-29-2021</b>
c. Proposed by Initiating Office				

6. Post Title Position (If different from official title) Warehouse Worker		7. Name of Employee	
8. Office /Section Management Office		a. First Subdivision General Services Office	
b. Second Subdivision N/A		c. Third Subdivision N/A	
9. This is a complete and accurate description of the duties and responsibilities of my position.  _____ Printed Name of Employee                      Date (mm-dd-yyyy)  Employee Signature _____		10. This is a complete and accurate description of the duties and responsibilities of this position.  _____ Printed Name of Supervisor                      Date (mm-dd-yyyy)  Supervisor Signature _____	
11. This is a complete and accurate description of the duties and responsibilities of this position. There is a valid management need for this position  _____ Printed Name of Chief or Agency Head                      Date (mm-dd-yyyy)  Chief or Agency Head Signature _____		12. I have satisfied myself that this is an accurate description of this position, and I certify that it has been classified in accordance with appropriate 3 FAH-2 standards.  _____ Printed Name of Admin or HR Officer                      Date (mm-dd-yyyy)  Admin or HR Officer Signature _____	

### 13. Basic Function of Position

This standard job description is for a Warehouse Worker who is responsible for safe handling, moving and storage, and inventory of both expendable and non-expendable items. The position is in the General Services Office and under the supervision of the Non-Expendables Storekeeper.

### 14. Major Duties and Responsibilities

#### Warehouse Operations and Maintenance

70%

- Job holder performs loading and unloading of both expendable and non-expendable including but not limited to furniture, appliances, etc. from trucks/vans to the warehouse(s). Assists in organizing, preparation and the delivery of items from the warehouse to office buildings, residential properties, and other locations.
- Operates forklifts, trolleys and other electrical or mechanical equipment to safely move and transport heavy items.
- Assists in packing, unpacking and delivery of welcome kits to the new arrivals as directed by the supervisor. Organizes and distributes expendable supplies to customers and various sections as required.
- Performs maintenance and housekeeping duties towards warehouse(s) such as cleaning, polishing, dusting to ensure cleanliness and security of the storage areas. Conducts safety inspection of the warehouse and equipment to notify the supervisor of any discrepancies.
- Incumbent serves as an incidental operator of official vehicles and meets all requirements outlined in 14 FAM 433. Incumbent is expected to pick up and deliver supplies, as needed.

#### Inventory

20%

- Keeps log of incoming and outgoing warehouse items to assist with the inventory control.
- Conducts annual inventory to help ensure that all items are stored properly, no theft has accrued, no safety or fire hazards exist.
- Conduct individual inventories of residences and inspect items to ensure that no theft or damage of the embassy property has accrued. Identifies and reports damaged or missing items for replacement.
- Assists in arranging items for sale or disposal.

#### Other Duties Assigned

10%

- Provides manual assistance during visits and/or events such as setting up of control rooms, safeguarding property, tracking of items and equipment etc.
- Escorts visitors, outside contractors and non-cleared employees at post when required.
- May be required to provide manual labor assistance to any of the sections or offices as directed by the supervisor.

**\*\*Note: This position description in no way states or implies that these are the only duties to be performed by incumbent. Incumbent will be required to perform other duties as assigned by the agency.**

### 15. Qualifications Required for Effective Performance

#### a. Education

Completion of primary school is required

#### b. Prior Work Experience

A minimum of two (2) years of experience in manual labor or warehouse work is required.

#### c. Post Entry Training

- On-the-job training on U.S. Government (USG) safety standards, including safe operation of forklifts and other warehouse equipment.



- On-the-job training on receiving, property management, and International Cooperative Administrative Support Services (ICASS) service standards, as well as customer service and applying item serial codes to property.
- Successful completion of SMITH system Defensive Training. Driver safety training renewed after every two (2) years.

**d. Language Proficiency: List both English and host country languages(s) proficiency requirements by level (II, III) and specialization (sp/read).**

English level I (Rudimentary knowledge) Reading/Speaking is required.

Luganda level II (Limited knowledge) Reading/Speaking is required.

**e. Job Knowledge**

- Good working knowledge of warehouse operations, procedures, USG safety and security standards.
- Good working knowledge of maintenance and efficient usage of warehouse storage space.
- Good working knowledge of conducting inventory and stacking of items/equipment.

**f. Skills and Abilities**

- Ability to physically able perform loading and unloading. Must be able to handle heavy objects smoothly and efficiently. Must be able to lift a maximum of 51 lbs. (23kg) under OSHA standards.
- Ability to use warehouse tools and safely operate equipment such as forklifts, hand trolleys, electronic lifters etc.
- Must be able to perform assign tasks in all types of weather, and environmental weather conditions to include at times severe cold, extreme heat, wet or dry weather conditions, and high winds.
- Must have a valid, current license for (insert appropriate level depending on type of vehicle driven). Must have had a valid driver's license for a minimum of five (5) years.

**16. Position Element**

**a. Supervision Received:**

Receives direct supervision from the Non-Expendables Storekeeper.

**b. Supervision Exercised:**

N/A

**c. Available Guidelines**

- 6 FAH-1 Regulations, Standard Operating Procedures (SOP's), Safety, Health, Environmental Management (SHEM) Guidelines.
- Basic verbal instructions, directives, and guidelines from the supervisor, team lead, and Facility Manager.
- Post specific local practices and regulations.

**d. Exercise of Judgment**

Exercises judgement in loading/unloading and proper handling of equipment and materials to eliminate fraud, waste and abuse.

**e. Authority to Make Commitments:**

N/A

**f. Nature, Level, and Purpose of Contacts**

Daily contact with all Embassy/Consulate sections, supervisors and other colleagues, landlords, vendors, contractors, as well as with employees at assigned residences for the purpose of coordinating and executing daily activities.

**g. Time expected to Reach Full Performance Level**

Three (3) months.

